

**ANNOUNCEMENT NUMBER: 17-09**

**OPEN TO:** All Interested Candidates

**FROM:** Anthony Zaccagnino, Human Resources Officer

**POSITION:** Visa Clerk (Temporary Position)

**SALARY:** Hourly Rate QRs. 37.65

**OPENING DATE:** May 27, 2009

**CLOSING DATE:** COB June 10, 2009

**PERIOD OF EMPLOYMENT:** From July 5, 2009 to August 14, 2009

**WORK HOURS:** Full-time; 40 hours per week

NOTE: ALL ORDINARILY RESIDENT APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMIT TO BE ELIGIBLE FOR CONSIDERATION.

*The U.S. Embassy in Doha, Qatar is seeking an individual with the required work permit for employment in country for the temporary position of Visa Clerk to work under the PSA-Limited (PSA-LTD) employment mechanism.*

**BASIC FUNCTION OF POSITION**

Assists in the prescreening and processing of documentation for all types of Non-Immigrant Visa (NIV) applications. Assists in entering visa applications data into the computer database for review and action by appropriate staff in the section. Assists the section staff in daily office operations, to include making copies of documents, organizing/maintaining records and files, drafting letters and memoranda. Performs other related duties as assigned.

**QUALIFICATIONS REQUIRED**

NOTE: All applicants are instructed to address each selection criterion detailed below with specific and comprehensive information supporting each criteria.

1. Education: Completion of secondary school is required.
2. A minimum of two years experience in clerical work is required.
3. Language Proficiency: Level III (good working knowledge) speaking/writing English and Arabic required.

3. **Knowledge:** Intermediate to advanced knowledge of office operations including typing, filing, and answering telephones required

4. **Skill and Abilities:** Ability to work under pressure required. Accurate and efficient computer skills required.

5. Since this is a PSA-LTD employment, the candidate must be a non-U.S. citizen who does not hold either U.S. permanent resident alien (Green Card) status or U.S. citizenship as dual national. The candidate must not currently be a USG direct-hire or contract employee (non-personal services or PSC/PSA).

### **TO APPLY**

Interested applicants for this position should submit the following or the application will not be considered:

1. Application for U.S. Federal Employment (SF-171 or OF-612); or
2. A current resume or curriculum vitae that provides the same information as an OF-612; plus;
3. Any other documentation (e.g., essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.

### **PLEASE SUBMIT APPLICATION TO:**

Human Resources Office  
Attention: Human Resources Officer  
American Embassy, P.O. Box 2399, Doha, Qatar  
FAX: (974) 496-6769 / 488-4298

### **POINT OF CONTACT**

Telephone: (974) 496-6000 Ext. 6738 or 6712

### **CLOSING DATE FOR THIS POSITION: June 10, 2009**

The US Mission in Qatar provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals

with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

Cleared: CONS - TPonce